



USACE Engineer, Research and Development Center, Directorate of Public Works

PRE PROPOSAL CONFERENCE/SITE VISIT

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ACQUISITION PROCESS

- Advertise in Army Single Face to Industry (ASFI) (15 days) - also known as FedBizOpps. Site contains information on project and process. <https://acquisition.army.mil/asfi/>
- Issue Request for Proposals (RFP) which includes the Bid Schedule, Performance Work Statement (PWS), Special Clauses, FAR/DFARS Clauses, Technical Exhibits, and Evaluation Factors <https://ebs.nab.usace.army.mil/AdvertisedSolicitation.asp>

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ACQUISITION PROCESS

• Process

- Tenders and offers submitted in response to the RFP will be evaluated for technical acceptability against the technical evaluation factors and significant subfactors stated in the solicitation.
- Contracting Officer ensures firewall between PWS and Most Efficient Organization (MEO) is developed and implemented.

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ACQUISITION PROCESS

• Evaluation Factors

- Technical
- Management
- Past Performance (MEO will not be rated on this factor)
- Experience
- Cost

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ACQUISITION PROCESS

- **Evaluation Factor Technical**

- Factor will evaluate the prospective service providers' operations plan (management organization structure, lines of authority, spans of control, policies, and procedures), staffing, quality control plan, and phase-in plan.

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ACQUISITION PROCESS

- **Evaluation Factor Management**

- Factor will evaluate the prospective service providers' organizational structure, corporate management structures, and organizational capabilities and the capabilities and qualifications of proposed key management personnel.

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ACQUISITION PROCESS

• Evaluation Factor - Past Performance -

- Per OMB A76 Circular, the MEO will not be rated on this factor.
- Factor rates the overall satisfaction of performance on prior work of a similar nature to that sought in the requirement. It uses questionnaires supplied to third parties identified by the prospective service provider as references.

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ACQUISITION PROCESS

- **Evaluation Factor - Experience**
 - Factor will ask prospective service providers to demonstrate prior work on projects the size and scope which are similar to the size and scope of this competition.

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ACQUISITION PROCESS

- **Evaluation Factor**

- Cost - Factor will be assessed for completeness, reasonableness, and realism. OMB mandated COMPARE software for A-76 competitions will be utilized for the decision.

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ACQUISITION PROCESS

- **Business Arrangements** - Solicitation will be based on/include:
 - One Award based on Lowest Price, Technically Acceptable Offer
 - An Indefinite Delivery/Indefinite Quantity Task Orders
 - Hybrid Firm Fixed-Price/Time and Material
 - One year base period with four one-year option periods

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ACQUISITION PROCESS

- **Business Arrangements** - Solicitation will be based on/include: (Continued)
 - A statement identifying common costs
 - A separate CLIN for a phase-in plan
 - A requirement for prospective providers to include a Quality Control Plan in offers and tenders

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ACQUISITION PROCESS

- **Business Arrangements** - Solicitation will be based on/include: (continued)
 - Agency Tender is not required to submit (per OMB A76 Circular):
 - A labor strike plan
 - Licensing or other certifications
 - Past performance

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ACQUISITION HIGHLIGHTS

- Read the RFP carefully. Everything is there.
- If we ask for it, provide it...IN DETAIL
- If you are unsure - contact the Procurement Analyst first.
 - cathey.robertson@nab02.usace.army.mil (410-962-3788/410-925-6102)
- You will be held to due dates. Late material will not be evaluated.
- The only evaluation factors the SSEB will consider are those listed in the RFP. Believe it.
- You must respond to all evaluation factors to be considered for the award.

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Acquisition Schedule

Action	Date
Issue Solicitation	March 31, 2005
Respond to Pre-Award Inquiries	April 01 - June 29, 2005
Solicitation Closes	June 30, 2005
Source Selection Process	July 05 - August 18, 2005
Performance Decision	August 19, 2005
Award Contract or Issue Letter of Obligation	November 15, 2005

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